

VMR-VRO GUIDELINE -
UPDATING EXISTING VENDORS

Checklist Reference - None

What can a VMR update on an existing vendor's record?

1. Add an address
2. Add a location
3. Add comments
4. Address changes:
 - a. Make sure that comments are made in the location attached to the address, and
 - b. The paperwork initiating the address change is forwarded to the Vendor Registry Office with the vendor number, date of change, and enterer's initials on the document.
5. ACH changes from the Bank of North Dakota – enter comments in the location concerning the ACH change. If there is an 'EFT' error, a voucher is waiting to be paid. If you have more questions concerning this, contact the Vendor Registry Office at 701-328-2683 or spovendor@nd.gov .
6. 1099 changes – see section titled “Adding 1099 Information to Existing Vendors.”

What should be sent to Vendor Registry?

1. Name changes – name changes **must** be sent to Vendor Registry (See the Name Change Guideline).
2. If anyone feels uncomfortable with updating a vendor, the information can be sent to the Vendor Registry Office for completion.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.